

IHEBINIKE CHIDOZIE ROBERT^(AAT)

8, EMILOJU STREET, AGEGE, LAGOS STATE

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EDUCATIONAL QUALIFICATION

UNIVERSITY OF LAGOS, LAGOS STATE, NIGERIA.

2015 - 2019

ACCOUNTANCY (B.Sc.)

EXPERIENCE

BANSQUARE NIGERIA LIMITED, LOKOJA, KOGI STATE

Oct 2020 – Jan 2021

ACCOUNTS OFFICER

- Single-handedly set-up and managed the accounting systems of a newly established branch of the business.
- Maintained the financial records of the business and ensured that all financial transactions are captured and processed accordingly.
- Analyzed procurement costs and identified alternatives which led to the reduction in procurement costs by approximately 5%.

SALES PERSONNEL

- Established and maintained positive business relationships with both existing and potential business clients which ensured a constant monthly increase in revenue by approximately 15-20%.
- Marketed products and negotiated contracts with prospective customers.
- Successfully increased the customer base of the business by converting prospective customers into regular customers.

EXIMUS GRAPHICS, LAGOS STATE, NIGERIA

Dec 2017 – Sept 2020

STUDENT INTERN, ACCOUNTS OFFICER

- Single-handedly prepared invoices and receipts for all clients.
- Ensured that all daily transactions were duly recorded as they occurred.
- Ensured that all relevant books of accounts were updated on a regular basis.
- Prepared the monthly financial statements of the organization.

CERTIFICATIONS

- Associate chartered accountant (ACA),
Institute of Chartered Accountants of Nigeria (ICAN). **In-view**
- Associate accounting technician (AAT),
Association of Accounting Technicians of West Africa (AATWA). **2018**

VOLUNTEERSIM

LIVE TO LOVE CHARITY ASSOCIATION

- Assisted in the successful planning and execution of the association's first charity outreach to the society in 2018.

AWARDS & ACHIEVEMENTS

- A member of the winning team of the maiden edition of the CHARTERED FINANCIAL ANALYST (C.F.A) ethics challenge (University of Lagos) 2017.

SKILLS & INTERESTS

Hard & Soft Skills: Excellent written and oral communication and presentation skills, leadership skills, interpersonal and networking skills, excellent analytical skills, critical thinking, adaptability, excellent time management.

Computer Skills: Intermediate proficiency in Microsoft Office Packages (excel, word, Power point).

Interests: Volunteering, Reading inspirational books.